



FACULTY NEWSLETTER



From the
Dean of Academic Services
and the

Dean of Technical/Occupational Services

November 2, 1992

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SACS NEWS

TO BE IN FACULTY NEWSLETTER

During a SACS reaffirmation self-study, it is customary to circulate a newsletter among the faculty and staff keeping everyone up-to-date on the activities of the various self-study committees.

At its first meeting, the Shelton State Self-Study Steering Committee **decided not to publish a separate newsletter.** The Steering Committee chose instead to designate the Faculty Newsletter and Staff Stuff as the official vehicles for disseminating self-study news to the faculty and staff.

So, members of the faculty, look to the pages of the Newsletter for the latest information about the doings of our self-study.

RUMOR CONTROL SCHEME IMPLEMENTED

The Rumor Control Committee has been activated. The members of this Committee are **Jeanetta Hargrow, Lyda Black, and Randy Jarrell.**

Members of the faculty and staff who hear rumors that concern them should contact one of these individuals. The Rumor Control Committee member will, then, attempt to confirm or clarify the rumor.

President Umphrey will be informed of all requests for rumor information made to the committee.

Responses from the members of the Rumor Control Committee will be placed on a **Rumor Control Bulletin Board** on the Fifteenth Street Campus and on the Skyland Campus.

The Rumor Control Bulletin Board on the Fifteenth Street Campus will be outside Hugh Kynard's office. On the Skyland Campus, the Rumor Control Bulletin Board will be in Lori Cannon's office.

One important note: rumors to be referred to the Rumor Control Committee must be of an institutional--not a personal--nature.

AUDIX INFO



If you value your privacy, do not use your telephone extension number as your AUDIX password. Instead, create your own private password. This will prevent others from invading your voice mail box.

Please visit your voice mail box at least once each day. **When you have finished with your messages delete them, i.e. clean out your voice mail box often.** Currently, we have so many voice mail boxes that have not been cleaned out that it is blocking the voice mail system as a whole.

Your cooperation in this will be greatly appreciated.

SEMESTER TRANSITION TEAMS DISMISSED

The College owes a special debt of gratitude to those members of the faculty and staff who served on the



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***** Transition Teams (cont.)

Transition Teams which helped make the change from the quarter system to the semester system. Simply put, it could not have been done without the assistance of these groups.

For the most part now, the job is done. Transition team members from Teams One, Two, Three, Four, Five, and Seven are officially dismissed from service with our thanks and congratulations for a job well done.

SHELTON STATE IN TRUCK DRIVER ED CONSORTIUM

Recent state and federal regulations have required truck drivers to hold a special license, the Commercial Driver License (CDL). During the process of implementing the regulations, it became evident that many individuals did not possess the literacy skills necessary to successfully complete the Commercial Driver License test.



The Alabama State Department of Education, in an attempt to alleviate this situation, has implemented a training program to help truck drivers increase their basic skills to a level sufficient to pass the CDL. The project is known as CADLINKS--Commercial Alabama Drivers License Intensive Needs Knowledge System.

Five Alabama two-year colleges have formed a consortium that will complement CADLINKS by providing additional training and education after CADLINKS project participants reach acceptable reading levels.

Shelton State Community College is one of the five members of this consortium.

The other colleges in the consortium are Reid State Technical College in

Evergreen, Patterson State Technical College in Montgomery, Bishop State Community College in Mobile, and Beville State Community College in Sumiton.

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"Education is not the filling of a pail, but the lighting of fire."

William Butler Yeats

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REVISED PROCEDURE FOR OUT-OF-STATE TRAVEL REQUESTS



When completing the form requesting approval from the Chancellor and the Governor for out-of-state travel, a member of the faculty should do the following:

1. In the section of the out-of-state travel form entitled "Estimated Cost," the total estimated cost **should not exceed** the amount of money contained in the current budget for the faculty member's travel.

For example, if the budget includes \$200 for travel for an individual member of the faculty and the actual expenses of the out-of-state trip are \$750.00. The total funds included in the "Estimated Cost" section of the out-of-state travel request form **should be only \$200.**

2. The total amount of money included in the "Estimated Cost" section of the out-of-state travel request form **should be spread out** over the items for which the faculty member thinks he/she may wish to request reimbursement. This is an instance of "it is better to be safe than sorry." It is difficult to be reimbursed for





Out-of-State Travel (cont.)

an expense if the faculty member does not have an estimated cost for that expense category included on the out-of-state travel request.

3. Sign an **Agreement to Budget Restriction Form**. When the member of the faculty signs this form, he (or she) agrees not to claim reimbursement for expenses that exceed the amount of money allocated to them in the budget for travel.

These forms must can be obtained either in Dean Howington's office or Dean Kynard's office.

4. Secure the signature (or initials) of the Dean on the out-of-state travel request form. There is no explicit place for the Dean's signature on this form, but the institutional policy and procedure requires the Dean's approval for out-of-state travel.

If the form gets to the Vice President's or the President's desk without the Dean's approval it will be sent back to the Dean. Therefore, it will save time if this little bit of red tape is followed.

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**A REMINDER RE:
POSTING OF GRADES**



Please be reminded that faculty **should not** post student grades either by student name or student social security number.

Grades can be posted by some unique code, however.

If faculty members post grades, they should take the responsibility for ensuring that those posted grades are removed after the end of term.

Thank you for your cooperation in these matters.

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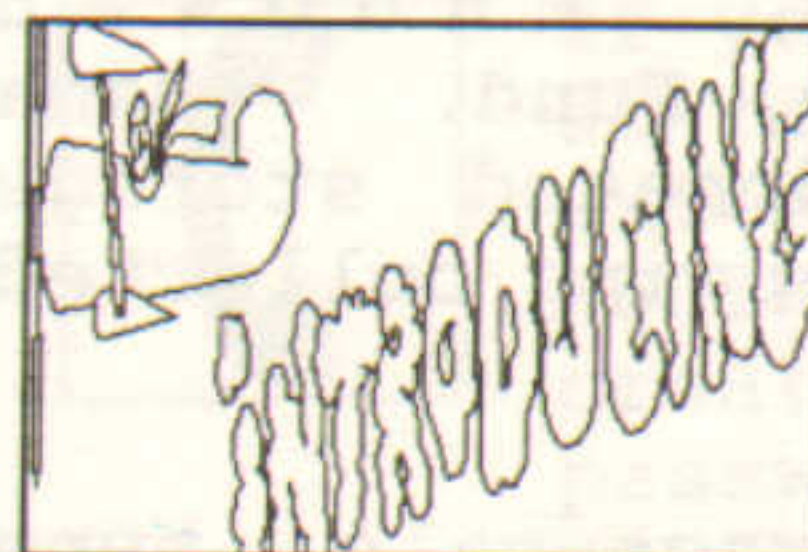
**DIVISIONAL ORGANIZATION
COMMITTEE MEETING SCHEDULED**

Marsha Stock, Chair, of the Divisional Organization Committee, wishes to announce that this group will meet on **November 10, 1992**, at 3:30 p.m. in the conference room of the main building on the Fifteenth Street Campus.

This committee was established when the instructional divisions were realigned this year. Recall that the new divisional alignment is temporary. The purpose of the committee is to explore the question of the appropriate **permanent** alignment of instructional divisions for the college.

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GRANTS OFFICER EMPLOYED



Ms. Frances P. Maulden has joined the staff of the College in the capacity of grants officer. Ms.

Maulden will assist the faculty in its efforts to secure funding from state, federal, and private grant sources.

Prior to coming to Shelton State, Ms. Maulden was employed at **Wallace State Community College, Hanceville**, as the Director of Development. She had been in that position since 1983. Before that, Ms. Maulden had been an instructor of cosmetology at Wallace, Hanceville.

Ms. Maulden earned an AA degree from Cullman College in 1970, a BS in secondary education from St. Bernard College in 1972, and a MS in educational leadership in trade and industrial education from Alabama A & M University in 1989.



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Frances Maulden Hired (cont.)

Ms. Maulden has served as president and as a member of the Board of Directors of the Council for Alabama Resource Development.

Ms. Maulden began her official duties at Shelton on October 26th. Prior to that, however, she was at work on a grant proposal for the allied health program which will allow that program to increase its services to minority students.

Welcome, Frances, to Shelton State; we are glad that you are here.

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**SPANISH CLUB REQUESTS ITEMS
FOR GIANT RUMMAGE SALE**



In late April, the Shelton State Spanish Club will hold a GIANT Rummage sale to benefit the Mabel Harries Endowed Scholarship Fund. Bama

Mini Storage has donated storage space; so rummage is being collected now.

Please deliver garage-sale type items to either Marilyn Terry or Sharon Deck. Arrangements can be made to pick up large items.

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FACULTY MEETINGS CANCELED

The faculty of the College met on October 17, 1992. One item of business was whether there was still a need to hold regularly-scheduled general faculty meetings merely as an additional avenue of faculty-administration communication.

It was recommended and **approved by a unanimous vote** that future general faculty meetings be called **only** when the administration has news or information which it thinks should be disseminated to the faculty at a general gathering of that body and

not through the other available avenues of communication.

So, please erase from your schedule all those monthly faculty meetings scheduled for this academic year (including the summer term). From now on, faculty meetings will be called on an as-needed basis.

Dean Kynard and Dean Howington would hasten to add, however, that if ever the faculty thinks that a regular schedule of "for communication purposes" faculty meetings needs to be reestablished, **it will be done.**

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FIRE COLLEGE REPORT ISSUED

Recently, the Alabama Fire College issued its Annual Training Report for 1991-1992. According to that report, during 1991-1992, the Alabama Fire College held **505 classes** in which a total of **12,006 students** were enrolled.

About **eighty per cent (80%)** of the Fire College classes were held at locations other than Tuscaloosa. The Fire College divides the state into four regions and holds classes in each of those regions.

During 1991-92, **42** resident courses enrolling **1,298 students** were held in Tuscaloosa. This is an **increase** over the **36** resident courses enrolling **1,106 students** held in Tuscaloosa during 1990-91.

The classes above were for public sector employees. The Fire College also offers industrial training, making program available to the private sector. During 1991-92, the Fire College offered **57** industrial training classes enrolling **1,226 students**. This is a significant increase over the Fire College industrial training effort of 1990-91 when the Fire College held only **14** classes enrolling **337 students**.